



DEPARTMENT OF PROCUREMENT SERVICES MEMORANDUM

DATE: February 3, 2017
TO: All Potential Offerors
FROM: Tillie W. Jackson, Contracting Officer, VCO, P & C
Department of Procurement Services
SUBJECT: Pre- Proposal Conference, RFP W170014237 External Auditing Services

1. A pre-proposal conference was held on Thursday, February 2, 2017. The Agenda and Attendance Sheet are attached.
2. Administrative.
 - a. The proposal **due date** is Thursday, February 9, 2017 at 3:30 P.M. EST.
 - b. Questions must be addressed to the Procurement Office. All questions must be faxed to 804-646-5989 or emailed to Tillie.Jackson@richmondgov.com. Technical questions will be answered in writing by formal addendum.
 - c. There is a 10% MBE participation goal required for this RFP.
3. The following items were discussed or questions asked during the meeting:
 - a. Introductions
 - b. There is MBE participation required for this RFP. Please contact Director of Minority Business Development, Patricia Foster at 804-646-7966 or patricia.foster@richmondgov.com for information and assistance.
 - c. Project Overview
 - d. Review of Instructions
 - e. Inquires
 - f. Addenda (s)
 - g. No Contact Policy
 - h. Submission (labeling, receipt, closing date)
 - i. Evaluation Process
 - j. Review of Terms and Conditions
 - k. Sample Contract
 - l. Appendix Forms
 - m. Questions & Answers
4. These minutes are a synopsis of the entire meeting. Any discrepancies must be submitted to the author within five days of receipt. Nothing contained herein is intended to change the meaning of the bid documents unless, and until, specifically amended by a formal, written addendum.

END OF MINUTES

AGENDA
Pre-Proposal Meeting
RFP#.W170014237
External Auditing Services
February 2, 2017
10:00 a.m. - 11:00 a.m.

Sign-in

Introduction (DPS)

Review of Statement of Needs (DPS & City Auditor)

- Purpose
- Background
- Objectives
- Requirements
- Evaluation Criteria
- MBE/ESB Goal 10%

Review of Instructions (DPS)

- Inquires
- Addenda
- No Contact Policy
- Submission (Labeling, Receipt, Closing Date)

Review of Terms and Conditions

Questions and Answers

All questions shall be forwarded to:

Tillie W. Jackson, VCO, P&C
Contracting Officer
Telephone (804) 646-6008/ Fax (804) 646-5989
Email: tillie.jackson@richmondgov.com
Department of Procurement Services

Please see Addendum I for responses to all questions related to this RFP.

AGENDA
Pre - Proposal Meeting
RFP#.W170014237
External Auditing Services
February 2, 2017
10:00 a.m. - 11:00 a.m.

SIGN IN SHEET

NAME: Tillie W. Jackson COMPANY NAME: COR- Procurement Services

TELEPHONE NO: 646-6008 E-MAIL: tillie.jackson@richmondgov.com

NAME Lauren Bradford COMPANY NAME CLA

TELEPHONE NO. _____ E-MAIL lauren.Bradford@CLAconnect.com

NAME Roger Boeva COMPANY NAME Audit Committee

TELEPHONE NO. 804-304-6778 E-MAIL rboever106@aol.com

NAME John Wack COMPANY NAME COR Finance

TELEPHONE NO. 646-5776 E-MAIL john.wack@

NAME Mimi Terry COMPANY NAME COR Finance

TELEPHONE NO. 646-5607 E-MAIL mimiterry@richmondgov.com

NAME Pat Foster COMPANY NAME City of Richmond

TELEPHONE NO. 646 7964 E-MAIL Patricia.Foster@Richmondgov.com

NAME Umesh Dalal COMPANY NAME City of Richmond.

TELEPHONE NO. (804) 646-5640 E-MAIL Umesh.dalal@richmondgov.com

NAME _____ COMPANY NAME _____

TELEPHONE NO. _____ E-MAIL _____

NAME _____ COMPANY NAME _____

TELEPHONE NO. _____ E-MAIL _____

NAME _____ COMPANY NAME _____

TELEPHONE NO. _____ E-MAIL _____

NAME _____ COMPANY NAME _____

TELEPHONE NO. _____ E-MAIL _____

NAME _____ COMPANY NAME _____

NAME _____ COMPANY NAME _____